



RIORDAN MANSION STATE HISTORIC PARK



Thank you for inquiring about having your event at Riordan Mansion State Historic Park.

Constructed in 1904, the Craftsman-style Riordan family homes were built for the families of Tim and Michael Riordan. These brothers owned the Arizona Lumber and Timber Company and were the largest employers in Flagstaff. As such, the Riordans assumed leadership roles and joined their fellow citizens in building the Flagstaff community we enjoy today. Their homes, now preserved as an historic house museum, provide an opportunity for future generations to experience a small part of the Riordans' story.

When the Riordans lived in the homes, they hosted many celebrations. Today we continue that tradition and their beautiful historic homes provide a wonderful location for a variety of events.

Attached you will find information about using our facilities and policies & procedures. For additional wedding resources contact the Flagstaff Convention & Visitors Bureau www.flagstaffarizona.org

PLEASE NOTE:

1. Special Use Permit must be filed with Staff assistance, after approval of date
2. A NON-REFUNDABLE \$100.00 Deposit must be submitted with permit.
3. Arizona State Parks Rules and Regulations will be observed.
4. Event insurance is required.
5. Proposed changes in your schedule or activities must be pre-approved by the Park Manager or his/her representative.

Thank you again for considering Riordan Mansion State Historic Park.

Please call me to set up an appointment to see our facilities and complete your application. (928) 779-4395.

Sincerely,

Nikki Lober
Riordan Mansion Manager
nlober@azhs.gov

Facility Rental Information

Riordan Mansion is pleased to make its amenities available for your special event. To help you make your decision regarding use of the museum property, we ask that you study our guidelines carefully. Your cooperation is needed in complying with the following regulations to ensure the success of your event, the security of the facilities, and the protection of the surrounding historic environment.

Reservations

Reservations for wedding ceremonies, receptions, and other special events are on a first come first serve basis.

Reservation Fee

A reservation fee of \$100.00 is due at the time of booking. This fee is non-refundable and non-transferable.

Special Use Permit

Riordan Mansion is cooperatively managed by Arizona State Parks and the Arizona Historical Society. Arizona State Parks mission is to manage and conserve Arizona's natural, cultural and recreational resources for the benefit of the people, both in our Parks and through our Partners and the mission for the Arizona Historical Society is to collect, preserve, interpret, and disseminate the history of Arizona and the West. Therefore, to hold a special event at Riordan Mansion a Special Use Permit is required. This agreement will be completed with the assistance of Park staff at the time of booking your event.

Rental Hours

Outdoor areas can be reserved from 8:00am to dusk (no later than 8:00pm).
The Visitor Center may be reserved for use from 5:00pm to 9:00pm.
West House Museum may be reserved 8:00am to 8:00pm.

Rental Space & Inclusions

The primary areas available for special use are the VERANDA and VISITOR CENTER. The restrooms are located in the Visitor Center. Both sites are equipped with electricity and are handicap accessible. Additional areas on the grounds are described below.

Veranda

The Veranda is located in the front yard. This area was shared by both families. It consists of a stone archway and wall on the outside with the two wings of the Riordan Mansion creating the boundaries on the sides. The fourth side is a covered porch and veranda providing an ideal location for your ceremony. The natural setting adds to the beauty of the location providing a wonderful backdrop for your photographs. The Veranda has the capacity for 200 people standing, 175 seated, or 100 at tables. The Veranda may be reserved from 8:00am to dusk (no later than 8:00pm).

The service entrance (on Riordan Ranch Road) may be available for the florist, caterer, or limo to unload closer to the Veranda. However vehicles are **not permitted** to remain parked in the area. All vehicles must be moved from the service entrance to other designated parking areas.

Veranda



Visitor Center

This building was the Riordan family's six car garage built in 1914. It has a capacity for 100 people standing, 65 seated or 50 at tables. This location is used during Park hours to greet visitors; therefore it is not available for use during regular hours of operation. The Visitor Center may be reserved for use from 5:00pm to 9:00pm. During the "off" season the Park is closed on Tuesdays and Wednesdays and the Visitor Center may be available during those daytime hours. Please note smoking is not permitted in the Visitor Center.



Hitching Post Forest

Adjacent to the historic Riordan hitching posts, this area is located across the pedestrian trail and to the north of the Veranda. The young ponderosa pine forest here makes a nice shady location for a reception. This area can accommodate approximately 100 people seated at tables and can be reserved from 8:00am to dusk (no later than 8:00pm).



Elm Grove

Located east of the Visitor Center, the Siberian elms and the split rail fence make a nice defined area for a reception. This area can accommodate approximately 100 people seated or 75 at tables and can be reserved from 8:00am to dusk (no later than 8:00pm).



Heritage Garden

A rolling lawn located west of the Visitor Center provides an open sunny area with the West House as a backdrop. This area can accommodate approximately 100 people seated or 75 at tables and can be reserved from 8:00am to dusk (no later than 8:00pm).



West House Museum

The first floor of Michael and Elizabeth Riordan's home has been transformed into an open museum space with exhibits about the Riordan Family, the lumber mill, and the Arts and Crafts Style of architecture. The West House allows your guests to experience some of the Riordan family history without the hour long commitment of the East House guided tour. Riordan Mansion staff or volunteer will be available to greet your guests and to answer questions. Food or drinks are NOT permitted in the West House. Approximately 50 people can be in the West House at one time.

Rental Fees & Payment Policy

Rental of the reservation area will be billed for a 4 hour block of time. The 4 hours includes the set up and cleanup of the event. Please refer to Fees for complete cost information. Additional 1 hour blocks of time may be purchased prior to the event date at \$50.00 per hour.

Balance of all charges is due the day of the event. No tax or service charge will be applied to the rental fees. All deposits and payments may be made in the form of cash, credit cards, or debit cards. Advance payments may be made.

Completing a Special Use Agreement is a TENTATIVE RESERVATION pending Staff's approval (signature). A \$100.00 Deposit Payment must be submitted with the application. This payment will be returned to the applicant if the Special Use request is denied. Approved applications will have the NON-REFUNDABLE \$100.00 deducted from the Special Use Fee.

Fee Schedule

Package	Price	# of People	Equipment Included	Area / Time Included
Milton	\$250	50 or less	Up to 50 chairs & 10 tables	1 event area for 4 hours
Flagstaff	\$325	51-100	Up to 100 chairs & 10 tables	1 event area for 4 hours
Peaks	\$550	101-200	Up to 125 chairs & 10 tables	2 event areas for 4 hours
Coconino	\$775	200 to 250	Up to 125 chairs & 10 tables	2 event areas for 4 hours

Wedding Extras* – add \$150 to any package

Up to a two hour Rehearsal on separate day

1 hour of West House access during event

2 additional hours for wedding setup

*rehearsal & West House access must be during regular Park hours



Additional Fees

\$50.00 per hour for West House museum access during event

\$100.00 per area for additional area(s)

\$50.00 per area for each additional hour

\$25.00 for use of each 10'X 10' canopy (includes set up and break down by Park staff)

\$50.00 for use of each 10'X 20' canopy (includes set up and break down by Park staff)

\$50.00 will be charged if you do not designate and utilize someone to assist in parking and directing guests

Guided Tours standard admission & group rates apply, ask for more information

Other fees may be applied if special needs are required

Riordan Mansion requires notification of schedule changes, attendance adjustments, cancellation, etc. at the earliest possible time. Event packages are calculated by head count, not by the chair.

Reservations must be confirmed two weeks prior to the event. Confirmation allows Staff to review your specific needs and insures that these needs are met. **Event fees are due on the day of the event.** Visa, MasterCard, and American Express are the preferred method of payment.

Parking Limitations

Because of the limited number of parking spaces, event vehicles may be required to utilize designated parking areas outside the park. There is weekend parking on the NAU campus in the Parking Lot 13 or for a fee the Parking Garage next to the Park entrance. The Park will provide signs to direct traffic to this parking location. Event Representative is required to have a parking attendant assist in directing guests to the parking area and to the event location. This parking attendant is to stay at Park entrance from 45 minutes prior to the event until 15 minutes after the start of the event. A penalty fee of \$50 will be charged if no attendant is designated and utilized.

Postponement of Event

Any change in the event date must be agreed to in writing by both Staff and the client and will result in a modification of the contract price to conform to the current rates. In the event all parties agree to change the event date, all payments previously made towards the rental of the facility shall be credited toward any remaining or additional charges.

Cancellation Policy

If a cancellation occurs fewer than 30 days in advance of the event, all deposits and fees are non-refundable and no refund will be granted. Any cancellations made prior to 30 days before the event, will receive a refund for any fees paid, excluding the non-refundable reservation fee of \$100.00.

Inclement Weather

Riordan Mansion assumes no liability for inclement weather that affects the event or for any occurrence that may impact the event which is outside of our control. You are responsible for any additional rentals (outside heaters, additional canopies/tents, etc.) required to accommodate the needs of the event.

Event Representative

A responsible party must be designated as an Event Representative prior to the start of the event. It will be the responsibility of the Event Representative to be available to answer questions and assist Staff in enforcing all rules and regulations and (s)he must check out with Staff member at the end of the event before leaving the facility. (If the Event Representative becomes intoxicated at any point during the event, Staff may terminate the event as a breach of contract.) The Event Representative must be at Riordan Mansion during the entirety of the event.

Insurance Requirements

Permittee is considered a contractor and is required to have event insurance which can be obtained through permittee's own insurance company as an endorsement. In addition to event insurance any vendors used must have a certificate of insurance on file at Riordan Mansion. Please review the complete requirements at the end of this packet. Please ask staff for a list of vendors already on file.

Vendor Selection

Riordan Mansion provides only the venue and limited rental equipment (tables, chairs, canopies, etc.). All costs of food, floral, table linens, outside heating and lighting, entertainment, and other features of the event are your responsibility. It is also your responsibility to advise Riordan Mansion of vendors selected and key contact names and phone numbers to ensure compliance with City and State insurance statutes.

Alcoholic Beverages

Beer and wine are allowed on Riordan Mansion property as long as the Rental Party is in full compliance with the State of Arizona Department of Liquor Licenses and Control regulations. The Event Representative will be the responsible entity for the client's compliance with these state regulations and will monitor alcohol consumption at all times. Liquor may not be sold, unless a special event liquor permit is obtained from the City of Flagstaff. **Only a licensed catering or bartending company may serve alcohol.** The catering and/or bartending company must be a licensed vendor. No alcohol will be served to persons under the age of 21. The contracted caterer and/or bartending company serving the alcohol must also have a minimum of \$1,000,000 host liquor liability insurance coverage provided with their regular vendor insurance endorsed to name the **State of Arizona and Arizona Historical Society and Arizona State Parks as additionally insured.** No "personal" alcohol is allowed. Beverage service must conclude at least one hour prior to an event's ending time.

Behavior

Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of museum guests, personnel, visitors, collections or facilities are expressly prohibited. Staff may request that individuals engaging in such behavior leave the premises. Staff may terminate any event at any time, if, in their reasonable judgment, the event endangers the museum, its guests, personnel, visitors, collections, or facilities. The permittee is responsible for the behavior of his or her guests, invitees, and agents while they are on the premises.

Fire and Safety

No firearms are allowed on state property. The museum reserves the right to examine all parcels. All fire regulations and laws concerning public use and safety shall be observed at all times, such as no fireworks, sparklers, open fire pits, etc. Please note the location of fire extinguishers and exits. During the course of event set-up or execution, entrances, exits, passages to exhibits and administrative areas may not be blocked. Use of rental spaces must comply with State and local fire ordinances at all times.

Music

DJs, acoustic, and amplified music are permitted at Riordan Mansion. The volume of music must remain at a level satisfactory to guests and cannot exceed 80 decibels. Please be mindful of the guided tours in the house and our neighbors.

Photography

Photos are permitted outside throughout the Park and in the Visitor Center. Be aware of gardens and historic features. Vegetation, wildlife, rocks, artifacts, and buildings must not be damaged in any way.

Deliveries (Personal and Rental)

All deliveries and pick-ups must be arranged with Staff. Riordan Mansion does not have areas for the storage of personal belongings or rental equipment. Therefore, all deliveries of supplies and equipment must occur no sooner than the day before the event with advanced notice of time of delivery, unless special arrangements have been made prior to the event. Deliveries and pick up of rental equipment must be made during park operating hours. Staff will not sign for personal or rented supplies and equipment. If a vendor requires a signature upon delivery, a responsible party must be available to sign the delivery slip. Neither Riordan Mansion nor Staff are responsible for loss or damage to property brought onto the premises and are not responsible for set up and breakdown of any rental equipment. All rental equipment must be scheduled for pick up by the end of the event, unless special arrangements have been made prior to the event.

Equipment belonging to Riordan Mansion

Tables and chairs are included in your rental fee, although you are responsible for set up and break down. The Park's canopies require an additional rental fee which includes set up and break down by Staff. You are responsible for ensuring that vendors provide sufficient extension cords, generators, etc. to cover the event's electrical needs.

Riordan Mansion has the following equipment available for your use during your event:

Folding chairs: 125 metal folding chairs

Tables: 1 – 2'X4', 10 – 6'X30" and 1 – 10'X30" – the use of tablecloths is recommended

White Canopies: Additional fee required
2 – 10'X20' & 4 – 10'X10'



Decorations

No physical alterations may be made to any part of the Park's facility or property. The use of staples or push pins is prohibited on historic structures. No doorway or public corridor may be blocked in any way.

In order to protect our wildlife the following are not permitted: rice, glitter, confetti, or other small items difficult to clean up.

Clean Up

You are responsible for returning the rented area to original condition. All rental items, decorations, flowers, personal belongings, etc. must be removed from the public areas immediately following the event, unless otherwise arranged with Staff. Tables and chairs belonging to Riordan Mansion must be returned to the designated location. The Staff will not be responsible for the set-up or take-down of equipment (except for canopies). Any decorations or personal items remaining from the event will be removed by Staff and may be destroyed, sold, or otherwise disposed of without any liability to Arizona Historical Society or Arizona State Parks. If any damage or theft has occurred, it will be noted and signed by the Event Representative before leaving the facility. If the damage is found the morning after the event, the client will be contacted immediately. Arizona Historical Society and/or Arizona State Parks will determine the amount to be billed to the client. Charges for unusual clean-up after the event will be billed to the client.

Pets

Pets are permitted on the park grounds on a leash but not in buildings. Pet owners are responsible for cleaning up any pet waste.

Smoking

Please note smoking is not permitted in any of the buildings. Smoking Stations are located near the Parking Lot and adjacent to the Veranda.

Park Staff

A member of the Riordan Mansion staff will be on premises throughout your event. Staff will provide assistance to ensure event meets specifications outlined in the Special Use Agreement.

Policies & Procedures Summary

Special Use requests may be submitted up to one year prior to the date of the event, but no less than two weeks preceding the date. The special use permit and any changes in the permit must be approved by the Park Manager.

- 1) Events must terminate by dusk or 8:00pm in outdoor areas and by 9:00 p.m. in the Visitor Center.
- 2) Permittee is responsible for event set up and clean up. All foodstuffs, decorations, equipment, etc. must be removed from park property by the end of the rental time period.
- 3) All decorations must be portable and free-standing. No fixtures or other decorations may be planted or attached to the historic structures.
- 4) **Permittee is responsible for securing necessary event insurance.**
- 5) Smoking is not permitted in buildings. Please use designated smoking areas.
- 6) Beer and wine are permitted, a licensed & insured bartender must do the serving, and all Arizona State Liquor laws apply.
- 7) All visitors must remain on designated roads and trails to avoid damaging vegetation and historic structures. Vegetation, wildlife, rocks, artifacts, and buildings must not be damaged in any way.
- 8) Radios and other sound producing devices must not exceed 80 decibels to avoid disturbing the tours inside the home and the neighborhood.
- 9) Riordan Mansion Parking Lot is typically available only after 4:00 p.m. Weekend parking is available at NAU Parking Lot 13 or for a fee the Parking Garage next to the Park entrance. These restrictions apply due to limited number of parking spaces.
- 10) Permittee must designate a person to direct guests to parking and the event. A \$50.00 fee will be charged if there is a parking issue.
- 11) Guests who would like to tour the Riordan Mansion must pay the Park fees to do so. Arrangements in advance are required for groups; contact the park for additional information.
- 12) The standard for an event's successful ending is simple: **The use area must be returned to its original appearance and condition AND the event executed in a manner complementing the integrity of the park.**

Indemnification Clause

Permittee/Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Permittee/Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such permittee/contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Permittee/Contractor from and against any and all claims. It is agreed that Permittee/Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Permittee/Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Permittee/Contractor for the State of Arizona.

This indemnity shall not apply if the permittee/contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

Insurance Requirements

Contractor and subcontractors shall procure and maintain, until all of their obligations, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Contractor shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

- ☐ General Aggregate \$2,000,000
- ☐ Products – Completed Operations Aggregate \$1,000,000
- ☐ Personal and Advertising Injury \$1,000,000
- ☐ Each Occurrence \$1,000,000
- ☐ Blanket Contractual Liability – Written and Oral \$1,000,000
- ☐ Fire Damage (Any one fire) \$ 50,000
- ☐ Liquor Liability (if alcohol is being sold) \$1,000,000

a. The policy shall be endorsed to include the following additional insured language: *“The State of Arizona and Arizona Historical Society and Arizona State Parks shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.”*

b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

c. The policy shall be endorsed to include Liquor Liability coverage if alcohol is being sold at the event.

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

a. The policy shall be endorsed to include the following additional insured language: *“The State of Arizona and the Arizona Historical Society and Arizona State Parks shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor.”*

b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

3. Worker's Compensation and Employers' Liability

Workers' Compensation Statutory

Employers' Liability

Each Accident \$ 500,000

Disease – Each Employee \$ 500,000

Disease – Policy Limit \$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required. Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to Riordan Mansion State Historic Park, 409 W Riordan Road, Flagstaff, AZ and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract. All certificates required by this Contract shall be sent directly to Riordan Mansion State Historic Park, 409 W Riordan, Flagstaff, AZ 86001. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT DIVISION.**

F. SUBCONTRACTORS: Contractors' certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

G. APPROVAL: Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Division, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

H. EXCEPTIONS: In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

Local Laws and Ordinances

The client must comply with the terms of the agreement and all applicable laws and ordinances of the State of Arizona, Coconino County and City of Flagstaff. Failure to do so will result in forfeiture of all payments. Such failure will give the Society just cause for refusing to rent the premises in the future.